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OFFICE OF THE PRESIDENT
University of Idaho

To: Dr. Richardson

From: Dr. [Handwritten Name]

Subject: Summary of Selection Procedures for Educational Development Specialists Positions
Date: July 1, 1977

Handwritten notes and signatures:
Juntura
[Signature]

There were a total of 31* completed applications for the Educational Development Specialists positions: nine for Native American; nine for Chicano; eighteen for Black. The three candidates selected were Jerome Mayfield - Black Position; Carmen Loera - Chicano/Mexican-American Position; John Wheaton III - Native American Position.

Committee Membership

The Committee was appointed by Juntura at its March 9, 1977 meeting. Committee members included Jean Hill, Chair; Bruce Pitman, Student Advisory Services; Corky Bush, Student Advisory Services; Jeanette Driskell, Juntura representative; Arilda Egbert, BASA; Socorro Bunts, MECHA; Brian Samuels, NASA. When the Committee began its work the Committee membership changed with Socorro Bunts being replaced by Jody Ortega because Socorro decided to apply for the position. When the Committee was appointed by Juntura the following statement was made: "...including Brian (Samuels)/Socorro (Bunts)/Arilda (Egbert)/Jean's team as a vote/Jeanette Driskell representative."**

Procedure

The Selection Committee met on March 22, 1977 to develop the vacancy announcement, closing date for the position, interview questions, and determine where the positions were to be advertised, and rating forms for application materials and interviews were developed.

As applicant folders were completed, each Committee member ranked the materials. On June 9, the Committee met to discuss their combined ratings and the candidates with the highest total points were invited to interview either in person or via telephone with the total Committee. A total of 16 people were invited to interview for the positions. Three people withdrew prior to the interview, leaving thirteen candidates to be interviewed.

Each of these thirteen people were interviewed by Committee members and each member who interviewed the candidates scored the candidates on the basis of their response to ten questions the Committee asked each candidate.

Once the interview process was completed the candidates were ranked according to their total number of points on the interview. The top candidate for each position was selected, via consensus of the Committee. It also was a consensus of the Committee that the interview scores be used as the determining factor in selecting the final candidates.

The final candidates' names were then submitted to the Affirmative Action Office for approval and job offers were made. The top three people have given verbal acceptance for the positions.

Deviation from recommended procedures/guidelines:

- 1. In the original statement from the March 9 minutes of the Juntura Committee it was noted that the three members of the Student Advisory Services staff were to have one vote and that each other appointed member would have one vote.

This procedure was not followed; quite candidly, this was because of the time lapse (March 9 to June 9) and we all overlooked it. Instead, the Committee proceeded with "one person, one vote".

*Several individuals applied for more than one of the positions and their applications were counted more than once.

**March 9, 1977 Minutes of Juntura

Dr. Richardson

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2. In the material originally presented to Affirmative Action we noted that finalists would be selected on the basis of their combined interview and folder ratings. As I have noted, it was a consensus decision of the committee to deviate from this procedure and select the finalists on the basis of the interview scores only.

In summary, I feel that although these were both deviations from the original procedures outlined, they are not deviations which have resulted in any discrimination or were in any way unfair since all candidates were treated in the same way.

AJH/dar

cc: ✓ Dr. Coonrod
Dr. Gibb
Ms. Gallagher
Dr. Hager